

## 12D - CLERK RECORDER'S SPECIAL REVENUE FUND

### Operational Summary

#### Description:

The Clerk-Recorder Special Revenue Fund was established in FY 04/05 to better control specific revenues generated from services provided. The Fund is 100% revenue off-set by fees paid from recordation of real property transactions and from the collection of certified copy requests of birth, death, and marriage records.

#### At a Glance:

|  |           |
|--|-----------|
| Total FY 2004-2005 Actual Expenditure + Encumbrance: |           |
| Total Final FY 2005-2006                             | 6,008,500 |
| Percent of County General Fund:                      | N/A       |
| Total Employees:                                     | .00       |

**Enhancement Fund To Clerk-Recorder** - Mandated by Government Code 27361 to maintain/improve the Department's information technology including recovery of all operating costs from Information Systems staffing. Revenue is generated from the recordation of real property transactions.

**Health Statistics Fund To Clerk-Recorder** - Mandated by Health and Safety Code 103625(f) requires the Clerk-Recorder to collect fees for the purpose of modernization of vital record operations and improvements in the collection and analysis of health-related birth and death certificate information. Revenue is generated from the collection of certified copy requests of birth, death, and marriage records.

**Micrographics Fund To Clerk-Recorder** - Mandated by Government Code 2736.4 for the Clerk-Recorder to specifically convert document storage system to micrographics. Although no new revenue is being generated due to all conversions having been completed, balance of account will exist in order to maintain/improve recordation of vital information.

### Budget Summary

#### Final Budget History:

| Sources and Uses   | FY 2003-2004<br>Actual Exp/Rev | FY 2004-2005            |  | FY 2004-2005                 |             | Change from FY 2004-2005 |         |
|--------------------|--------------------------------|-------------------------|--|------------------------------|-------------|--------------------------|---------|
|                    |                                | Budget<br>As of 6/30/05 | Actual Exp/Rev <sup>(1)</sup><br>As of 6/30/05 | FY 2005-2006<br>Final Budget | Actual      | Amount                   | Percent |
| Total Revenues     | 0                              | 14,051,200              | 14,337,515                                     | 6,008,500                    | (8,329,015) | -58.09                   |         |
| Total Requirements | 0                              | 14,051,200              | 13,451,200                                     | 6,008,500                    | (7,442,700) | -55.33                   |         |
| Balance            | 0                              | 0                       | 886,315  | 0                            | (886,315)   | -100.00                  |         |

(1) Amounts include prior year expenditure and exclude current year encumbrance. Therefore, the totals listed above may not match Total FY 2004-05 Actual Expenditure + Encumbrance included in the "At a Glance" section.

Detailed budget by expense category and by activity is presented for agency: Clerk Recorder's Special Revenue Fund in the Appendix on page page 573

#### Highlights of Key Trends:

- The \$1,225,000 Projected Expenditure is anticipated to be used to fund information technology in Agency 059 - Clerk-Recorder.

## 12D - Clerk Recorder's Special Revenue Fund

### Summary of Final Budget by Revenue and Expense Category:

| Revenues/Appropriations   | FY 2003-2004<br>Actual Exp/Rev | FY 2004-2005            |  | FY 2004-2005                                   |  | FY 2005-2006 |  | Change from FY 2004-2005 |          |
|---------------------------|--------------------------------|-------------------------|--|--|--|--------------|--|--------------------------|----------|
|                           |                                | Budget<br>As of 6/30/05 |  | Actual Exp/Rev <sup>(1)</sup><br>As of 6/30/05 |  | Final Budget |  | Actual<br>Amount         | Percent  |
| Charges For Services      | \$ 0                           | \$ 14,051,200           |  | \$ 14,337,515                                  |  | \$ 5,408,500 |  | \$ (8,929,015)           | -62.27%  |
| Total FBA                 | 0                              | 0                       |  | 0  |  | 600,000      |  | 600,000                  | 0.00     |
| <b>Total Revenues</b>     | 0                              | 14,051,200              |  | 14,337,515                                     |  | 6,008,500    |  | (8,329,015)              | -58.09   |
| Other Financing Uses      | 0                              | 600,000                 |  | 0  |  | 1,225,000    |  | 1,225,000                | 0.00     |
| Reserves                  | 0                              | 13,451,200              |  | 13,451,200                                     |  | 4,783,500    |  | (8,667,700)              | -64.43   |
| <b>Total Requirements</b> | 0                              | 14,051,200              |  | 13,451,200                                     |  | 6,008,500    |  | (7,442,700)              | -55.33   |
| <b>Balance</b>            | \$ 0                           | \$ 0                    |  | \$ 886,315                                     |  | \$ 0         |  | \$ (886,315)             | -100.00% |

(1) Amounts include prior year expenditure and exclude current year encumbrance. Therefore, the totals listed above may not match Total FY 2004-05 Actual Expenditure + Encumbrance included in the "At a Glance" section.

### Final Budget Summary of Enhancement Fund To Clerk-Recorder:

| Revenues/Appropriations   | FY 2003-2004<br>Actual Exp/Rev | FY 2004-2005            |  | FY 2004-2005                                   |  | FY 2005-2006 |  | Change from FY 2004-2005 |         |
|---------------------------|--------------------------------|-------------------------|--|--|--|--------------|--|--------------------------|---------|
|                           |                                | Budget<br>As of 6/30/05 |  | Actual Exp/Rev <sup>(1)</sup><br>As of 6/30/05 |  | Final Budget |  | Actual<br>Amount         | Percent |
| Charges For Services      | \$ 0                           | \$ 8,324,200            |  | \$ 8,659,834                                   |  | \$ 5,133,500 |  | \$ (3,526,334)           | -40.72% |
| Total FBA                 | 0                              | 0                       |  | 0  |  | 600,000      |  | 600,000                  | 0.00    |
| <b>Total Revenues</b>     | 0                              | 8,324,200               |  | 8,659,834                                      |  | 5,733,500    |  | (2,926,334)              | -33.79  |
| Other Financing Uses      | 0                              | 600,000                 |  | 0  |  | 1,225,000    |  | 1,225,000                | 0.00    |
| Reserves                  | 0                              | 13,451,200              |  | 13,451,200                                     |  | 4,783,500    |  | (8,667,700)              | -64.43  |
| <b>Total Requirements</b> | 0                              | 14,051,200              |  | 13,451,200                                     |  | 6,008,500    |  | (7,442,700)              | -55.33  |
| <b>Balance</b>            | \$ 0                           | \$ (5,727,000)          |  | \$ (4,791,366)                                 |  | \$ (275,000) |  | \$ 4,516,366             | -94.26% |

### Final Budget Summary of Health Statistics Fund To Clerk-Recorder:

| Revenues/Appropriations | FY 2003-2004<br>Actual Exp/Rev | FY 2004-2005            |  | FY 2004-2005                                   |  | FY 2005-2006 |  | Change from FY 2004-2005 |         |
|-------------------------|--------------------------------|-------------------------|--|--|--|--------------|--|--------------------------|---------|
|                         |                                | Budget<br>As of 6/30/05 |  | Actual Exp/Rev <sup>(1)</sup><br>As of 6/30/05 |  | Final Budget |  | Actual<br>Amount         | Percent |
| Charges For Services    | \$ 0                           | \$ 1,127,000            |  | \$ 1,134,426                                   |  | \$ 257,000   |  | \$ (877,426)             | -77.34% |
| <b>Total Revenues</b>   | 0                              | 1,127,000               |  | 1,134,426                                      |  | 257,000      |  | (877,426)                | -77.34  |
| <b>Balance</b>          | \$ 0                           | \$ 1,127,000            |  | \$ 1,134,426                                   |  | \$ 257,000   |  | \$ (877,426)             | -77.34% |

### Final Budget Summary of Micrographics Fund To Clerk-Recorder:

| Revenues/Appropriations | FY 2003-2004 |         | FY 2004-2005 |               | FY 2004-2005                  |               | FY 2005-2006 |        | Change from FY 2004-2005 |         |
|-------------------------|--------------|---------|--------------|---------------|-------------------------------|---------------|--------------|--------|--------------------------|---------|
|                         | Actual       | Exp/Rev | Budget       | As of 6/30/05 | Actual Exp/Rev <sup>(1)</sup> | As of 6/30/05 | Final Budget |        | Actual                   |         |
|                         |              |         |              |               |                               |               |              |        | Amount                   | Percent |
| Charges For Services    | \$           | 0       | \$           | 4,600,000     | \$                            | 4,543,255     | \$           | 18,000 | \$ (4,525,255)           | -99.60% |
| <b>Total Revenues</b>   |              | 0       |              | 4,600,000     |                               | 4,543,255     |              | 18,000 | (4,525,255)              | -99.60  |
| <b>Balance</b>          | \$           | 0       | \$           | 4,600,000     | \$                            | 4,543,255     | \$           | 18,000 | \$ (4,525,255)           | -99.60% |